Shipping lists are a list of publications that are mailed to libraries in their depository distribution boxes. Libraries should use the shipping lists to determine if they received everything that they should have received per their library's item selection profile. They should also identify any publications that they received in error. The lists are not tailored to individual libraries' item selection profiles, and as a consequence there are publications on the shipping list that may not have been shipped out to the library. Several shipping lists may be found in a depository shipment box.

- <u>Shipping Lists</u> Available on the Federal Bulletin Board Files (FBB). This lists all shipping lists in .dbf files.
- <u>Shipping Lister</u> allows for the searching of shipping lists and lists corrected shipping lists in .pdf format. NOTE: Microfiche shipping lists are not accessible from Shipping Lister.

The Lists

The lists are arranged by item number, and include the Superintendent of Documents number and titles for each entry on the list. If a percent symbol, or "%" is found next to the item number it means that the publication was shipped short and GPO cannot fulfill a claim for that item, therefore please do not claim the publication. Sometimes publications are shipped short from the agency, but GPO has managed to secure copies for libraries that select the corresponding item number. In those cases, a note will be included in the title field indicated that a raincheck was issued, and libraries need not claim these publications for they will be delivered in a later distribution box.

There are five types of shipping lists: Paper (P), Electronic (E), Microfiche (MF), Separates (S), and USGS. Paper, electronic and separates shipments are mailed to your library directly from GPO. Microfiche and USGS shipments are mailed from a contractor. This affects how publications are claimed. For more information see: Claims

Additional Services

The <u>Enhanced Shipping List Label Service</u> is a partnership project between the State University of New York at Buffalo and the Federal Depository Library Program. The shipping list information is made available along with a program that allows a library to print its own label with the Superintendent of Documents number for each title on the shipping list. This database

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is also updated at least twice weekly.

The Daily Depository Shipping Lists are also available for sale from the Superintendent of Documents Sales Program.????